



## Internal/External

### 5. SERVICENAME: PAYMENT OF LEGAL INSTRUMENTS

**Description of the Service:** A legal instrument is a formally executed written document. A legal instrument states some contractual relationship or grants some right. It formally expresses a legally enforceable act, process, or contractual duty, obligation, or right. Additionally, a legal instrument evidences the act and the process of preparing a legal instrument or an agreement.

|                             |                                    |
|-----------------------------|------------------------------------|
| <b>Office or Division:</b>  | CITY TREASURER'S OFFICE            |
| <b>Classification:</b>      | SIMPLE                             |
| <b>Type of Transaction:</b> | G2C-Government to Client           |
| <b>Who may avail:</b>       | Anyone who needs legal instruments |

| CHECKLIST OF REQUIREMENTS                                   |                                          | WHERE TO SECURE                                                                                   |                 |                                                            |
|-------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------|
| 1. Documents required by the City Civil Registrar Office.   |                                          | 1. City Civil Registrar                                                                           |                 |                                                            |
| CLIENT STEPS                                                | AGENCY ACTION                            | FEES TO BE PAID                                                                                   | PROCESSING TIME | PERSON RESPONSIBLE                                         |
| 1. Proceed to window 2 and 4 and pay the corresponding fee. | 1. Receive the payment.<br><br>1.1 Issue | <b>Legal Instruments:</b><br>1. Legitimation 1,000.00 P<br>2. Affidavit of Reappearances 200.00 P | 2 minutes       | Lyka A. Dupo Admin. Aide I<br><br>Ruben S. Calimag RCC III |



|                                                                                                                     |                                                                                                             |                                                                                                                                                                                                                                                                                                                                                               |           |                                                                        |
|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------|
|                                                                                                                     | the<br>Official<br>Receipt.                                                                                 | 3. Marriage Settlement P<br>500.00<br>4. Admission of<br>Paternity/Acknowledgem<br>ent P 1,000.00<br>5. Authority to Use the<br>Surname of the Father P<br>1,000.00<br>6. Other registrable legal<br>instruments/documents<br>P 200.00<br><br>Note: All certification<br>issued shall pay an<br>additional Php 30.00 as<br>documentary stamps due<br>the BIR. |           |                                                                        |
| 2. Return to the<br>Office of the<br>City Civil<br>Registrar and<br>claim the<br>requested<br>Legal<br>instruments. | 2. Assist<br>and<br>instruct<br>the<br>client to<br>return to<br>the City<br>Civil<br>Registra<br>r Office. | None                                                                                                                                                                                                                                                                                                                                                          | 1 minute  | Lyka A. Dupo<br>Admin.<br>Aide I<br><br>Ruben S.<br>Calimag<br>RCC III |
| TOTAL                                                                                                               |                                                                                                             |                                                                                                                                                                                                                                                                                                                                                               | 3 minutes |                                                                        |